

USAID VACANCY ANNOUNCEMENT # VN12-006

TO: All Mission Employees

FROM: Troy Tillis, A/Regional Executive Officer

SUBJECT: Vacancy Announcement - Human Resources Assistant

DATE: November 30, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Human Resources Assistant

Pos. No. and Grade: FSN 8, C-270

Division/Office: Regional Executive Office

BASIC FUNCTION OF POSITION

The Human Resources Assistant is responsible for managing and coordinating administrative activities and duties of the USAID/Peru Human Resources Program for the Foreign Service National (FSN) staff in Peru, totaling approximately 90 positions. The Assistant is the Mission CAJE Specialist and performs the full range of duties related to recruitment, orientation of new employees, managing the employee benefits program, initiating the annual performance appraisal process for FSN staff, drafting and presenting FSN/PSC contracts for signature - with recommendations for salary and other decisions, maintaining personnel information, and participating with considerable weight in the annual awards program. Much of this work is also in support of Regional Client Missions in South America. In addition, the Assistant serves as alternate to the USDH HR Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

A. RECRUITMENT: The Human Resources Assistant administratively manages the FSN/PSC recruitment process by drafting vacancy announcements and designing advertisements for local newspapers; instructing selecting supervisors on procedures, and advising on position description requirements to match office needs; preparing templates to assist TEC panels; screening applications, and preparing databases with selection criteria. The Assistant orients candidates on the recruitment processes; administers English language and/or skills tests; for applicants in Washington or the Region, coordinates with staff in the specific country to administer exams; prepares recruitment packages and participates on interview panels, answering HR-related questions; drafts hiring memoranda for completion by the hiring office; counsels non-successful internal and external candidates on results when requested, and delivers regret letters accordingly. The Assistant determines salary recommendations within the classified grade, based on an analysis of previous salary and work experience; when appropriate, negotiates salaries; requests security and medical clearance; and, coordinates an entrance-on-duty dates. The Assistant is responsible for maintaining the FSN recruitment policy, and suggests changes as needed to keep the policy up to date.

B. ORIENTATION TO INCOMING/DEPARTING EMPLOYEES: The Assistant serves as the point of contact (POC) for all incoming and departing FSN/PSC employees, managing the check-in and check-out process, providing new employees with welcome kits, and LES and Ethics handbooks. The Assistant maintains the orientation program for new personnel on salary, benefits, medical insurance, security matters, training, policies, and the physical location of offices and services. The Assistant prepares Electronic Transfer data for salary deposits, and coordinates affiliation with AFPs; and, upon separation, provides information on procedures for clearance and benefits due; coordinates liquidation payments with payroll specialists, ensuring all conditions, benefits, and all documentation are provided. The Assistant ensures that security requirements are met and building passes collected; and, advises IRM to take control of email accounts, tokens, and IT equipment in general. The Assistant assists in the transfer of USAID FSN employees to other agencies, and vice versa, including all processes involved. The Assistant prepares and maintains check-in and check-out lists, and welcome kit for new hires; provides information on newly hired and departed employees, American and FSNs for All-hands meetings; and, produces and maintains organizational charts and other personnel staffing patterns.

C. FSN BENEFITS AND PLANS: The Assistant serves as the administrative Subject Matter Expert (SME) on HR benefits and plans for FSN/PSC employees, responding to requests for information, and providing assistance on benefits and the procedures. The Assistant ensures the timely processing of danger pay certificates, donation leave transfer, and personal actions such as: step-increases, one-time bonuses, promotions, etc., to the Charleston Financial Management Office (CFMO). The Assistant is the point-person for local health insurance plans, serving as liaison with the health insurance service provider, processing changes in insurance rates and disseminating information. The Assistant registers information on payroll taxes in the SUNAT databases and arranges payment. And, when appropriate, the Assistant provides advice to former employees and elaborates on all the necessary paperwork to be sent to HR in USAID/Washington and the Civil Retirement Office to initiate retirement pensions. Likewise, the Assistant provides guidance for visa referrals to employees wishing to apply for an Immigrant visa; informs CFMO on green card status for FSNs who get American citizenship; and, maintains all mentioned documents in HR files and contacts Embassy HRO to keep abreast of changes to the Embassy Local Compensation Plan.

D. ANNUAL PERFORMANCE EVALUATION (AEF): The Assistant oversees the administrative implementation of the AEF process for FSN/PSCs, including the timely receipt from supervisors of the AEF and work objectives for FSN/PSCs, reviewing and returning any evaluations not consistent with published requirements, and following up on delinquent submissions. The Assistant provides orientations to supervisors and employees on how to complete the evaluation and to establish work objectives; as requested, discusses marginal evaluations with supervisors and subordinates, in order to assist in answering questions regarding marginal performance; and, with the needs of management and the employee in mind, advises supervisors of FSNs on performance improvement plan (PIP) procedures, and provides technical or regulatory information related to any work or performance problem, and attempts to resolve it without recourse to higher level management.

E. PSC CONTRACTING: The Assistant requests budgets for OE and program funded FSN/PSC employees in order to prepare memorandum of negotiations, contracts, amendments, letters, and any document related to FSN contracts; compares contract amounts with planned budgets, and signs GLAAS documents as negotiator; terminates contracts of departing employees, and prepares close outs in coordination with the USAID/Controller Office; and, maintains contract files in HR.

F. PERSONNEL INFORMATION: The Assistant manages and regularly updates all personnel information regarding the FSN/PSC personnel records - hard copy as well as electronic - and HR informational systems/reports, e.g.: Staffing patterns, WebPass, Epics, Mission Photo Album, FSN Cascade, and State/Sharepoint. The Assistant is responsible for the implementation of the HR database for registration of data for American and FSN employees. The Assistant prepares and processes documents related to FSN employees, and undertakes renewal of FSN/PSC staff Embassy badges. The Assistant ensures the correctness of employee service computation dates, and the inclusion of prior creditable service records; searches Agency records to determine the applicability of revised SCDs to retirement, leave accrual rates, and severance; oversees establishment and safe maintenance of FSN personal files; ensures USAID/Washington-requested personnel and ad-hoc reports are submitted in a timely manner; prepares reports required by USAID/Washington, such as the Capital Security Cost Sharing and Annual WebPass attestation for FSNs; analyses and completes the annual Embassy LCQ survey, which includes statistics on FSNs; and, contributes HR statistical information for annual EXO achievements.

G. AWARDS: The Assistant manages the On-the-Spot Award process and, twice a year, the Inter-Agency Awards program; as a non-voting member of the Awards Committee, clears internal nominations, drafts and circulates memos for concurrence/approval, and forwards nominations to Embassy's HR; upon receipt of approved nominations, coordinates with Embassy HR on the issuance of awards and length of service certificates, prepares cash award notes for awardees, and prepares memos and vouchers of payment to seek funding availability; gives support to the Embassy for preparation of the event, and assists during the ceremony as requested; and, maintains the Mission's Awards database and files.

H. TRAINING: The Assistant provides support to the USAID/Peru Training Committee (TRAIKOM), consolidating Career Development Plans (CDPs) for all staff and responding to ad-hoc requests; provides support to on-site training, as needed, sending welcome e-mails, preparing certifying letters to foreign participants, controlling attendance, assisting FSNs with registration, and preparing binders with course materials; orients FSNs on procedures when courses are approved, and assists payment and training forms to ensure their proper completion; advises on courses that may be taken locally according to their needs, and shares information; and, updates the HR database and personnel files to include training undertaken.

I. COMPUTER AIDED JOB EVALUATION (CAJE): As a certified CAJE classifier, evaluates, classifies, and reclassifies FSN and EFM/AFM positions; assists Office Chiefs in the preparation and/or revision of FSN PDs, and interviews to get in-depth information; reviews and clears FSN position descriptions to be CAJEed in accordance with the office objectives and structure, and identifies and gains an understanding of assigned duties, responsibilities,

and qualification requirements; and, CAJEs FSN/PSC positions for Peru and Regional Client Missions. The Assistant updates the CAJE tracking log.

J. FSN DEVELOPMENT: The Assistant supports the work of the FSN Committee in order to increase staff morale and motivate staff, and contributes to USAID celebrations by supporting and/or acting as Master of Ceremony, as required; undertakes specific FSN Committee projects or events, such as managing an organizational development project, developing action plans, conducting personnel surveys, planning programs to maximize efficiency in the workplace, etc. In coordination with the Supervisory Executive Officer, the Assistant coaches FSNs on subjects such as disciplinary issues. As requested, the Assistant participate in FSN Committee meetings as an EXO representative.

K. OTHER: The Assistant participates with the EXO on the Temporary Hire (e.g., Seasonal Hire) program by drafting of statements of work, delegating work, training in database and excel, and supervising work as assigned. The Assistant informs EXO of intern performance, evaluates recommendations for future employment, and prepares work certificates at departure; and, with the USAID/Peru Afro-Indigenous Program, the Assistant requests security clearances from RSO for program candidates, via e-Service and memoranda, coordinates medical clearance, and issues results to the program coordinator. The Assistant requests medical insurance for interns, prepares work certificates, and maintains files in HR. The Assistant serves as Alternate to the USDH/USPSC/TCN HR Assistant.

Performs other duties as assigned or required.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school and a minimum of two years of college or university study are required in a field related to human resources, business administration, office management, or commercial studies. Completion of an undergraduate degree in business or management field, as well as other useful human resource specializations, are highly desirable.

Prior Work Experience:

From three to five years of progressively responsible administrative experience in human resources or a related management-support field is required. Work should have been performed with an international or donor organization, or equivalent work with a private or host-government entity, with work in an English language environment preferred; ideally, one year of this experience will be with a USG Agency. Experience should have included providing support, and have involved demonstrated good human resources practices.

Post Entry Training:

On-the-job training in USAID organization and procedures, USAID-specific correspondence formats, Mission clearance and other practices, and other familiarization training in USG FSN/LES human resources management practices, computer training, and language improvement training (if required), etc. will be provided. Computed Aided Job Evaluation (CAJE) training is required for successful performance of the job, and will be provided.

Language Proficiency:

Level IV (fluent) in English reading and writing, and equivalent in Spanish is required.

Knowledge:

Work requires the Assistant to develop a good working knowledge of USG Manuals and Handbooks (FAM/FAH) on compensation, position classification, and HR administration; a practical knowledge of host-country labor law, and prevailing practice in compensation and employment; and, a good knowledge of USG human resources principles and benefits. The work requires the Assistant to develop an understanding of job classification and FSN/PSC contracting.

Abilities and Skills:

The Human Resources Assistant must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with superiors and with other Mission employees, potential and current employees, etc. The Assistant must be able to work under pressure in dealing with Mission staff, and handling complaints patiently and courteously. Organizational skills and the ability to handle simultaneous assignments are required. The Assistant must be proficient, or able to quickly become proficient, in word processing programs, and with other office software used within USAID and the USG.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office, or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Monday, December 14, 2012.

Applications received after the closing date will not be accepted.

Prepared by:EXO/HR